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ESTIMATED LANGUAGE, AREA AND EXTERNAL TRAINING REQUIREMENTS

FY 1956 - 1957

CATEGORY I: LANGUAGE TRAINING REQUIREMENTS

COMPONENT Office of the Comptroller

CATALOG COURSES					NON CATALOG COURSES					
LANGUAGE	FY 1956		FY 1957		LANGUAGE	FY 1956		FY 1957		Remarks
	PART TIME	FULL TIME	PART TIME	FULL TIME		PART TIME	FULL TIME	PART TIME	FULL TIME	
Russian - L-20	2	None	2	None	German (E)	2	None	3	None	Category I
					Spanish (E)	2	None	3	None	Category I
					French (E)	2	None	3	None	Category I
					Arabic (E)	1	None	1	None	Category I
TOTALS	2	None	2	None	TOTALS	7	None	10	None	

Note: The Comptroller's Office has little or no compulsory requirements for language training, but it is the practice to encourage employees to acquire language skills or to improve existing skills on a part-time basis.

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ESTIMATED LANGUAGE, AREA AND EXTERNAL TRAINING REQUIREMENTS

FY 1956 - 1957

CATEGORY II: AREA AND COMBINED AREA-LANGUAGE REQUIREMENTS

COMPONENT Office of the Comptroller

COUNTRY (OR AREA) AND LANGUAGE AS APPLICABLE	FISCAL YEAR 1956		FISCAL YEAR 1957	
	AMERICANS ABROAD	BASIC COUNTRY SURVEY	AMERICANS ABROAD	BASIC COUNTRY SURVEY
Europe	10	1	15	3
Far East	15	1	20	4
South America	3	1	3	1
Near East	4	1	5	2
TOTALS	30	4	43	10

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ESTIMATED LANGUAGE, AREA AND EXTERNAL TRAINING REQUIREMENTS

FY 1956 - 1957

CATEGORY III: EXTERNAL TRAINING REQUIREMENTS IN FIELDS OTHER THAN LANGUAGE AND AREA

COMPONENT Office of the Comptroller

COURSE OR SUBJECT	FY 1956				FY 1957			
	PART TIME	FULL TIME	DURATION	REMARKS	PART TIME	FULL TIME	DURATION	REMARKS
Budget and Accounting Subjects	6	-	2 Semesters	Standard Under-Graduate Level Courses	6	-	2 Semesters	Standard Under-Graduate Level Courses
Financial Management	-	6	Average 1 week	Seminars, Meetings, Reviews, etc., by Professional Societies	6	-	Average 1 week	Seminars, Meetings, Reviews, etc., by Professional Societies
*Electronic Equipment, Maintenance and Operation	-	32	Average 6 days	Various courses given by IBM Re: operation and utilization of IBM equipment	-	32	Average 6 days	Various courses given by IBM Re: operation and utilization of IBM equipment
TOTALS	6	38			12	32		

* Note: It is contemplated that a total of 32 persons will attend the following IBM courses (no tuition costs involved) in FY 1956 and FY 1957:

6 - Key Punch Operators School - 3 weeks - 4 hours per day
6 - Tab Machine Operators School - 3 weeks - 4 hours per day
15 - Wiring School - 2 weeks - 4 hours per day
5 - Executive Training in machine utilization - 1 week full time

Total 32

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